

RMS

Sanitized - Approved For Release :  
CIA-RDP70-00211R000200180009-0

Chief, Management Staff

12 June 1956

Acting Chief, Records Management Staff

Weekly Report for Week Ending 11 June 1956

1. Contributions

a. Tangible

(1) Received 56 cu. ft. of inactive records at the Records Center from five offices, and disposed of 64 cu. ft. Since 1 January 1953, the Center has received 3,595 cu. ft. of records and disposed of 4,631 cu. ft. for a net decrease of 1,036 cu. ft.

(2) Approved and designed seven new and five revised forms.

b. Intangible

(1) Assisted Logistics Supply Division with their identification of those forms to be listed in the next issue of the Supply Catalog.

(2) Disapproved adoption of an Employee Suggestion for revising the Agency's chain envelope, on the basis that our proposal to use the courier receipt in connection with the envelope will accomplish the suggester's objectives.

(3) Transmitted to Area Records Officers usage data on 150 safes that either had not been opened for a month, or had been opened only once or twice during periods of from 30 to 60 days. Data was collected from reviewing check sheets on about [REDACTED]

FOIAb3b

2. Assignments - Active

a. Forms in process - Fifteen new and 16 revised forms are under review.

b. Forms Management Survey, Printing Services Division

c. [REDACTED]

25X1A6d

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25X1X8

25X1X8

- d. Records Management Audit, [redacted] Secretariat, [redacted]  
Destroyed ten cu. ft. of inactive records and  
transferred nine cu. ft. to the Records Center.  
Adjusted supplemental distribution stock levels  
at the Records Center to eliminate retention of  
superfluous copies by the Secretariat.

e. Subject Numeric File Installations.

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- (1) OGI - Installation completed in [redacted]

- (2) Personnel Procurement Division, OP -  
Screening of inactive material in the Specialized  
Recruitment Branch will release two copies to [redacted]

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f. Shelf File Installations.

- (1) Acquisitions Branch Library/OCR.  
(2) Map Library Division/OCR.  
(3) OP Official Personnel and Applicant Files.  
(4) Office of Security.

g. Document Division/OCR Sorting Rack.

- h. VM Program - OGI has authorized the destruction of  
66 reels of obsolete microfilm at the Repository.  
Responsibility for purchasing IBM cards, used as an  
index to the OCR Reference Library at [redacted] has been  
transferred from the Repository to OCR Machine  
Division. The review of VM operations by the DD/I  
VM Committee disclosed two finished intelligence series  
which need not be retained at the Repository.

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3. Assignments - Inactive

- a. Revision of Travel Order Form - Delivery of coordination  
draft from the printer is due 13 June.  
b. Budget Office/OU Files System Survey.  
c. Machine Records Division Shelf File Installation.  
d. Legislative Counsel Record System for Congressional  
Liaison Contacts.

4. ~~Item~~

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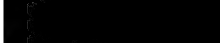

2. 
- b. Favorable action is being taken on our request to the Office of Security to reduce retention periods for document and courier receipts.

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Distribution: 25X1A9a

Original - Addressee

- 1 - Mr. 
- 1 - Mr. 
- 1 - Miss 
- 1 - Mr. 
- 1 - RMS
- 1 - RMS (Tickler copy)

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Mgt/S/R  (2 June '58)